

Training Potential Booking Form

enquiries@trainingpotential.co.uk

01364 649155

Course Details

NAME OF COURSE	Confidence Building	<input type="checkbox"/>	Assertiveness	<input type="checkbox"/>		
	Time Management	<input type="checkbox"/>	Back to Work	<input type="checkbox"/>		
LOCATION	London	<input type="checkbox"/>	Birmingham	<input type="checkbox"/>	Bristol	<input type="checkbox"/>
DATE						
PRICE	£295 plus £44.25 VAT		DISCOUNT CODE			

Delegate Details

NAME & JOB TITLE	
COMPANY NAME (if applicable)	
ADDRESS	
TELEPHONE NUMBER	
EMAIL	
CONTACT NAME & EMAIL (if different to delegate)	

Open Course Terms and Conditions

I understand that booking an Open Course with Training Potential, a subsidiary of Training Hand Ltd, is subject to agreement with the following Terms and Conditions:

Payment

Payment must be received prior to the course. If payment is not received we reserve the right to refuse the delegate entry to the course. Cheques are payable to Training Hand Ltd.

Prices

The price of the course is the price shown on the website at the time of booking. The price includes refreshments, lunch and course materials.

Cancellation

If you need to cancel your booking; we will firstly do our best to reschedule you to another course. If this is not possible, we charge a 50% cancellation fee, if the cancellation is made within 21 days of the course date.

Transfer

You may transfer the booking to another delegate at any time.

Cancellation by Training Hand Ltd

Training Hand Ltd reserve the right to cancel any course up to 7 days prior to the course date. A full refund will be given if an alternative date is not suitable.

All cheques should be made payable to Training Hand Ltd and sent to Avebry House, Church Walk, Avonwick, Devon TQ10 9EJ. For BACS payment details, please see the details on the invoice or contact our office on 01364 649155 or email info@traininghand.co.uk.

I have read and accepted the above terms and conditions

Signature _____

Date _____

Print name _____

Phone (if different to above) _____